

VACANCY ANNOUNCEMENT 2005-03

ASSISTANT IT DIRECTOR

Office of the Clerk
United States Bankruptcy Court
District of Massachusetts

OPENING DATE: January 21, 2005

CLOSING DATE: Until Filled

SALARY RANGE: CL 29: \$61,101 - \$99,349
(Salary commensurate with qualifications, experience and
time in grade requirements)

POSITION OVERVIEW: The Assistant IT Director assists and supports the Director of Information Technology in implementing, coordinating, and monitoring the major systems used by the federal judiciary and the special programs developed locally for the support of court functions. The Assistant IT Director performs supervisory and administrative functions in the management of a staff of systems professionals who are engaged in various projects. He or she fosters teamwork, provides performance evaluations to motivate staff, advises in all areas of automation needs, objectives and capabilities, including the anticipation of future requirements and problems, and the continuing need for staff development. The Assistant IT Director must have the ability to apply a wide range of technical concepts, principles and practices; analyze complex technical questions and problems; conduct research; make recommendations and provide technical solutions for operations' needs. Further, the Assistant IT Director must possess skills in oral and written presentations of complicated technical matters to judges, non-technical upper management and system users in accurate, understandable terms. Finally, he or she must have the experience, and the abilities to work under pressure with tight deadlines.

QUALIFICATIONS: To qualify for this position an applicant must have at least three years of progressively responsible technical, professional, supervisory or managerial experience that provided an opportunity to gain a) skill in dealing with others in person-to-person work relationships, b) the ability to exercise mature judgment, and c) a thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the unit involved. The Assistant IT Director must possess a) exceptional programming skills in multiple languages b) strong problem solving skills, and c) extensive database management experience. The job also requires extensive knowledge and experience as regards the theories, principles, practices and techniques related to the field of information technology, including the latest developments in computer hardware and software, court automation and communications. Experience in administering, establishing and/or implementing large automation systems required.

PERSONAL CHARACTERISTICS: The successful candidate must have unquestioned integrity, be a self starter, highly organized, mature, responsible and tactful; must exhibit a professional appearance and demeanor at all times; must exercise good judgment and be able to work harmoniously with others. Applicant should have excellent leadership skills as well as a demonstrated ability to complete full projects.

INFORMATION FOR APPLICANTS: Applicant must be a U.S. Citizen or eligible to work in the

United States. Employees of the United States Bankruptcy Court are “Excepted” appointments. Employees are considered “At-Will” judicial employees and are subject to a six-month probationary period. **Benefits include: health and life insurance options, flexible benefits program (for health care and dependent care), retirement, thrift savings investment, credit union participation, paid holidays, vacation and sick leave accrual.** All applications will be reviewed to identify the best qualified candidates. A criminal history background check will be initiated prior to a final job offer. Interview and/or relocation expenses will not be provided.

APPLICATION PROCEDURE: Please send resume, cover letter and salary requirements to: Paula S. Charette, U.S. Bankruptcy Court, 1101 O’Neill Fedl. Bldg., 10 Causeway St., Boston, MA 02222 (email: paula_s_charette@mab.uscourts.gov; fax: 617/565-8475).

Note: The Court reserves the right to modify the conditions of this job announcement or remove the announcement with or without any prior written notice.

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